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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

24 August 1972

To: All Training Offices of the Agency

RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer a series of three one-day courses to assist Agency employees in learning to manage their component records efficiently. These sessions are for records managers, analysts, secretaries, and others concerned with administration of office records and files and with paperwork procedures. A description of the courses, their scheduled runnings during the remainder of CY 1972, their locations, and the deadline dates for registration follow:

- I. Records Management - Records Disposal Seminar
Teaches how to reduce the volume of records in an authorized and efficient manner and to improve the administration of files disposition. Participants will learn to conduct a records inventory, prepare a schedule for periodic disposition of records, retire inactive records to temporary storage, and transfer permanent records to archives.

<u>Course Date</u>	<u>Deadline</u>	<u>Location</u>
26 Sep, Tuesday	15 Sep	1A-07 Hqs
29 Sep, Friday	15 Sep	436 Ames
5 Dec, Tuesday	24 Nov	236 C of C

(Over, please)



CLASSIFIED BY 17-1649
FROM GENERAL DECLASSIFICATION
E.O. 11652, EXEMPTION CATEGORY:
(3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
Approval of DCI
(if possible, insert date or event)

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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II. Records Management - File Procedures Seminar

Teaches (1) the established standards for file procedures, equipment, and supplies; (2) how to review, convert, and operate a file system; and (3) how to improve the administration of office files and related procedures.

<u>Course Date</u>	<u>Deadline</u>	<u>Location</u>
1 Nov, Wednesday	20 Oct	436 Ames
3 Nov, Friday	20 Oct	1A-07 Hqs
8 Dec, Friday	30 Nov	236 C of C

III. Records Management - Forms Management Seminar

Familiarizes student with the Agency Forms Program and teaches techniques to improve and control the forms required for office operations. The student will understand procedure analysis necessary for forms development and design, and will learn how to requisition forms and how to review the number of forms in the office.

<u>Course Date</u>	<u>Deadline</u>	<u>Location</u>
10 Nov, Friday	31 Oct	1A-13 Hqs
17 Nov, Friday	31 Oct	436 Ames
13 Dec, Wednesday	1 Dec	207 C of C

All classes are held from 0830 to 1630 hours. Each session is limited to 15 students. Submit Form 73, "Request for Internal Training," to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by the indicated deadline date.

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For further information on course content call [REDACTED]
extension [REDACTED] on registration call OTR/ISS/AIR, extension [REDACTED]

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